

Ail Agor Eich Busnes 6 Pheth i'w Cofio



- 1** Cymerwch bob cam rhesymol i gadw pawb (yn cynnwys staff a chwsmeriaid) dau fedr ar wahân* trwy:
- farcio'r llawr
 - arddangos arwyddion
 - ddefnyddio system un-ffordd lle nad oes dau fetr ar gael i bobl pasio'i gilydd
 - sicrhau nad ydych yn gadael gormod o bobl i mewn i'r safle ar unwaith

- 2** Ystyriwch y gofod tu allan i'ch safle, a lle'n bosibl marciwch llinellau aros i sicrhau nad oes neb yn aros o fewn dau fetr i'r fynedfa a'r allanfa. Marciwch pellter ciwio o ddau fetr.
- Efallai fydd angen i chi drafod gyda safleoedd cyfagos i sicrhau pellter rhwng e.e. dau grwp o gwsmeriaid.
 - Defnyddiwch ddulliau o farciau sydd ddim yn parhaol, megis sialc, ar balmentydd yn hytrach na dulliau eraill o farcio a allai beri rhwystr neu faglu rhywun.

- 3** Sicrhewch fod arwyddion wedi'u harddangos wrth y drws, ac o gwmpas y safle

- 4** Gwiriwch fod gan staff ddim symptomau cyn eu gadael ar y safle

- 5** Gosodwch hylif diheintio dwylo wrth y drws, ac mewn prif fannau gwaith eich staff

- 6** Sicrhewch fod offer glanhau yn barod at ddefnydd eich staff, a'u bod yn deall lle sydd angen ei lanhau, a pa mor aml

*Does dim rhaid i'r bobl ganlynol cadw 2m ar wahân:

- pobl o'r un cartref
- unigolion a'u gofalwyr



Parchwch eich Cymuned trwy ddeall fod gan bobl pryderon, a gwneud eich gorau i leddfu ofnau



Chwaraewch eich Rhan trwy wneud pob dim posibl i gadw eich staff a chwsmeriaid yn saff

Byddwch yn Amyneddgar - mae am gymryd amser i bethau dychwelyd i'w trefn, ac mae'n debyg na fydd rhai pethau yn adfer yn llawn



Rydym yma i'ch helpu - mae Cyngor Gwynedd yn deall pwysigrwydd busnesau'r Sir ac yn gwneud pob dim posib i'ch helpu



Rhagor o Wybodaeth

- Am wybodaeth ynglŷn â chefnogaeth i fusnes yn ystod argyfwng Covid-19, ewch i:
 - gwynedd.llyw.cymru/BusnesCovid19
- Am wybodaeth berthnasol i'ch sector chi, ewch i wefan eich corff cynrychiadol
- Am yr wybodaeth ddiweddaraf o ran eich cyfrifoldebau, ewch i:
 - businesswales.gov.wales/coronavirus-advice/cy
 - llyw.cymru/busnesau-a-chyflogwyr-coronafeirws
 - hse.gov.uk (cofiwch - gall ganllawiau Cymru fod yn wahanol i rai Lloegr)

Reopening Your Business



6 Things to Remember

- 1** Take all reasonable steps to keep everyone (including staff and customers) two metres apart* by:
 - marking the floor
 - displaying signs
 - using a one-way system when there isn't a two metre gap available for people to pass each other
 - ensuring you don't let too many people on site at once
- 2** Consider the space outside your site, and where possible mark queueing lines to ensure that people do not wait within two metres of the entrance or exit. Mark out queueing distances of two metres.
 - You may need to discuss this with neighbouring sites to ensure sufficient distance between e.g. two groups of customers.
 - Use non-permanent methods of marking, such as chalk on pavements rather than other methods which could cause a blockage or trip-hazard
- 3** Ensure that you have displayed signage by the door and around the site
- 4** Check that staff do not have any symptoms before allowing them on site
- 5** Place hand sanitiser at the door, and at your staff's main work stations
- 6** Ensure that cleaning equipment is ready for use by staff, and that they understand where needs cleaning, and how often

*The following people do not need to stay 2m apart:

- people from the same household
- individuals and their carers



Respect your Community

by understanding that people have valid concerns, and by doing your best to put them at ease



Play your Part by doing everything possible to keep your staff and customers safe

Be Patient - it's going to take time for things to settle, and it's likely that some things won't get fully back to normal



We're Here to Help - Gwynedd Council understands how important the county's businesses are, and are doing everything possible to help



Further Information

- For information about business support during the Covid-19 crisis, go to:
 - gwynedd.llyw.cymru/BusinessCovid19
- For information specific to your industry, visit the website of your representative body
- For the latest information regarding your responsibilities, go to:
 - businesswales.gov.wales/coronavirus-advice
 - llyw.cymru/busnesau-a-chyflogwyr-coronafeirws
 - hse.gov.uk (remember - the guidance in Wales may differ from that in England)